

CONFIDENTIAL

*notice to  
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DD/I Notice  
No. 42-100-1

DD/I - R 42-100-1  
16 March 1954

DIRECTOR'S DAILY LOG

1. The following types of information are considered appropriate for inclusion in the Director's Daily Log:

- a. Notations of important communications received;
- b. Reports of discussions or meetings with other agencies involving policy matters;
- c. Return of Station Chiefs or domestic Office Chiefs to Washington, or return of key Headquarters personnel from trips;
- d. Briefings and debriefings scheduled for important government officials;
- e. Items regarding Communications, Personnel, Training matters.

2. Operational information will not be included in the Director's Log.

3. Material for the Log should be forwarded to O/DD/I through the appropriate Assistant Director. It must reach O/DD/I by 2:00 p.m. in order to be in the Log for that day.

4. The Director's Log will normally be classified Confidential but a higher classification will be used when appropriate.

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ROBERT AMERY, JR.  
Deputy Director/Intelligence

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